

Administrative Support Jobs

Are you looking for a career where you can work in a professional office, but need only about a year's worth of on-the-job training beyond high school? If you have the skills (keyboarding, active listening, phone etiquette, critical thinking, coordination, time management) you can probably land an administrative support job, such as a secretary, general office clerk, receptionist, payroll clerk, purchasing clerk, accounting clerk, or other type of office clerical worker.

Administrative support occupations are found in all industries. Typically, an employer will want you to be able to perform routine clerical and administrative functions such as organizing and maintaining paper and electronic files, providing information to callers, scheduling appointments, answering and routing telephone calls, etc. In addition, because you are usually a customer's first contact in the office, you'll need to be well-groomed and dress professionally, use proper

grammar, use office machinery, know basic math, and have good customer service skills. The setting is usually pleasant and comfortable, and the work is mostly sedentary, without a lot of physical labor or hazards.

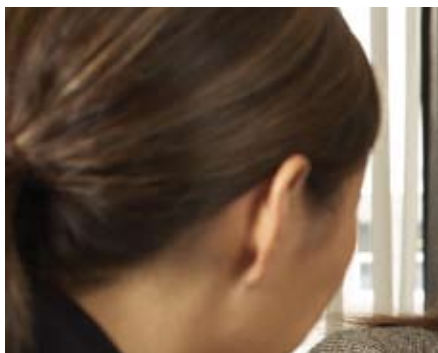
Wages for administrative support occupations vary by location, industry, job title/duties and your qualifications. Inexperienced secretaries (excluding legal, medical and executive) in Utah generally earn around \$9.00 per hour. General office clerks may earn \$7.50 an hour. Experienced secretaries average \$12.70 an hour, statewide. Benefits offered, such as medical insurance, vary widely for administrative support occupations. Some employers will offer no benefits for this occupation. Generally, larger companies are more likely than small ones to offer benefits to clerical workers.

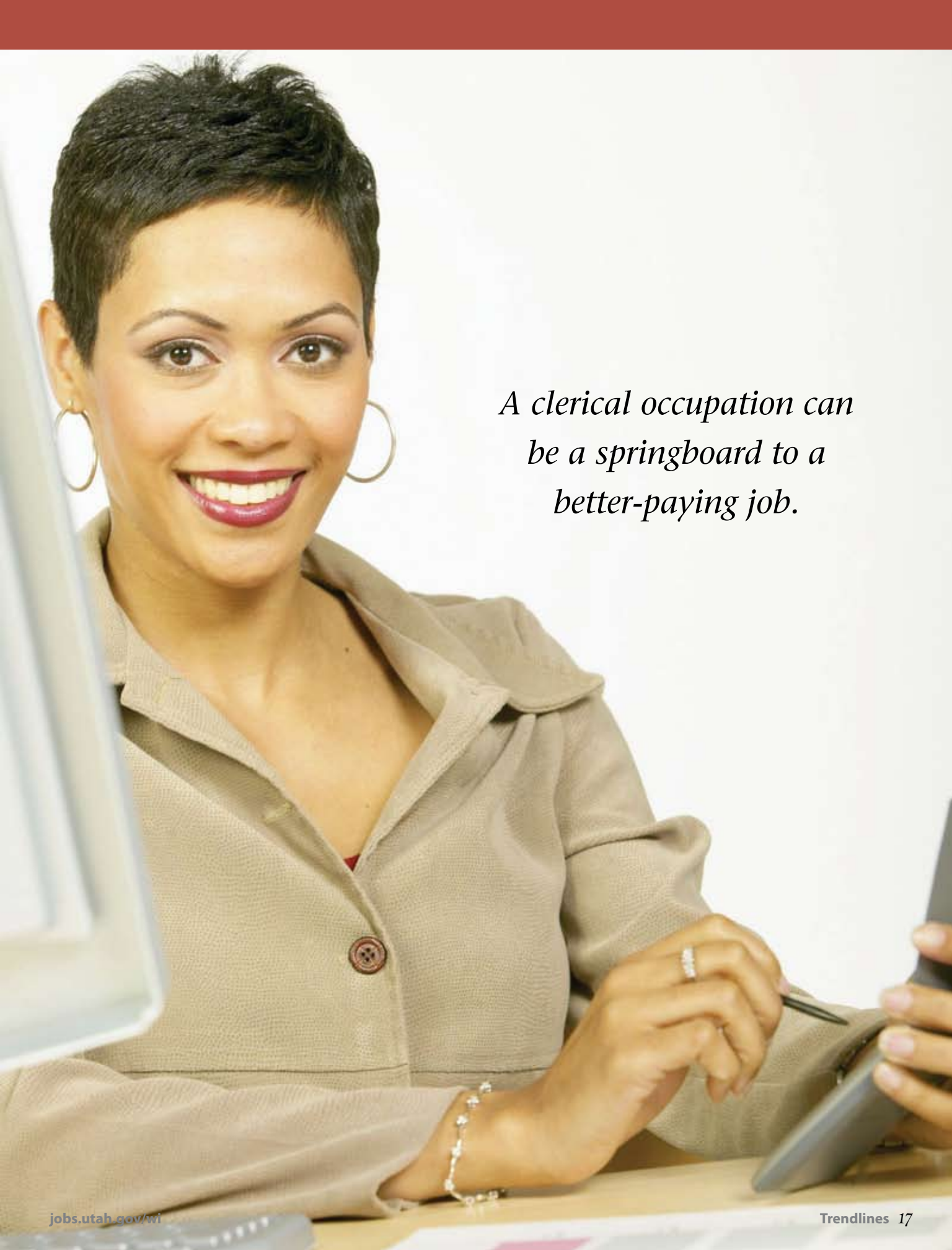
While the pay is fairly low, a clerical occupation can be a springboard to a better-paying job. If you are a hard

worker, dependable, able to multi-task and get along well with others, you may be able to hone your skills (or get a bit more education). Then you could become a legal, medical or executive secretary, an office manager or get another, better-paying job.

Secretaries, receptionists, clerks and other clerical workers are needed everywhere, so many job openings in this field may be available, regardless of location. Training is usually on-the-job, although you probably are expected to know how to type and use a computer before you apply. A positive, helpful, eager-to-learn attitude will go a long way to job success in this field. ⓘ

To find out more about different kinds of administrative support jobs, log in to jobs.utah.gov/wi, click on the UEDV icon, then on the Utah Occupational Explorer.





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